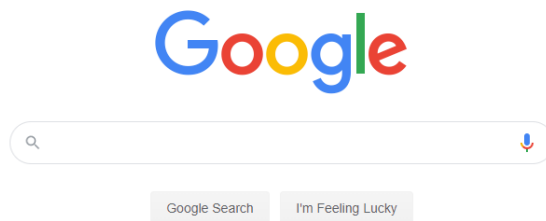


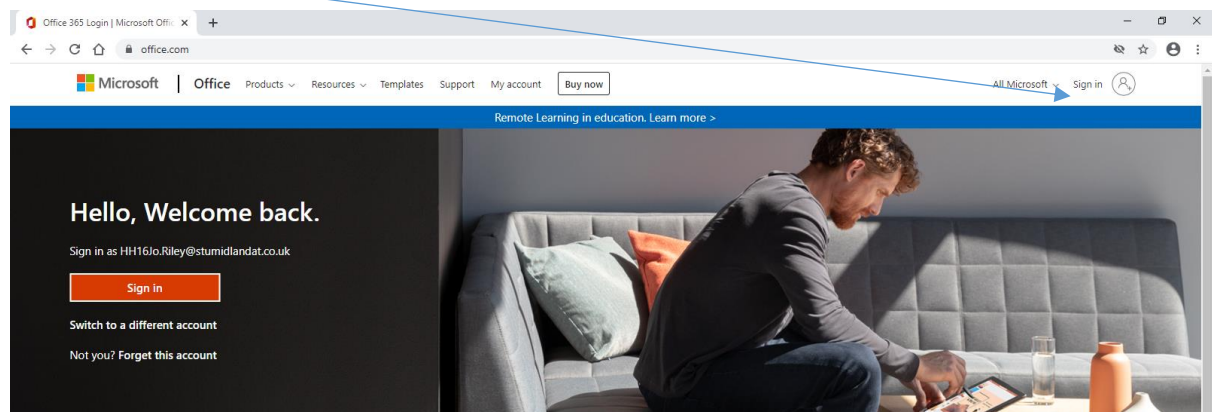
# User guide: how to log into Office 365, Email and OneDrive

## How to log into Office 365

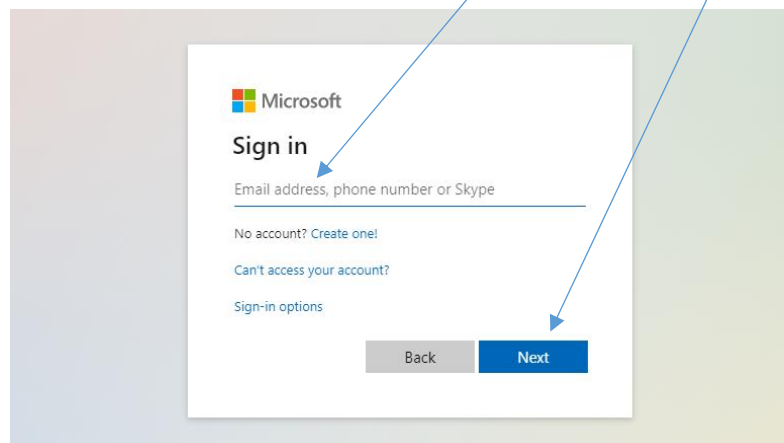
1. Open the internet
2. In the address bar, type in [www.office.com](http://www.office.com)



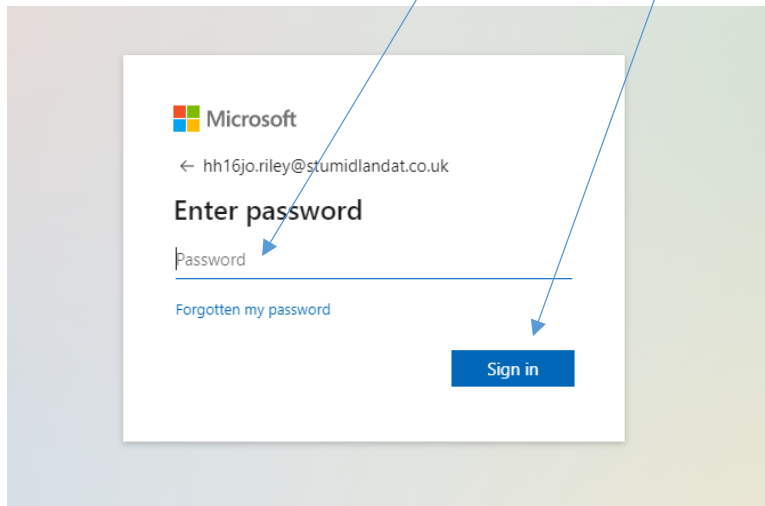
3. Click on Sign in



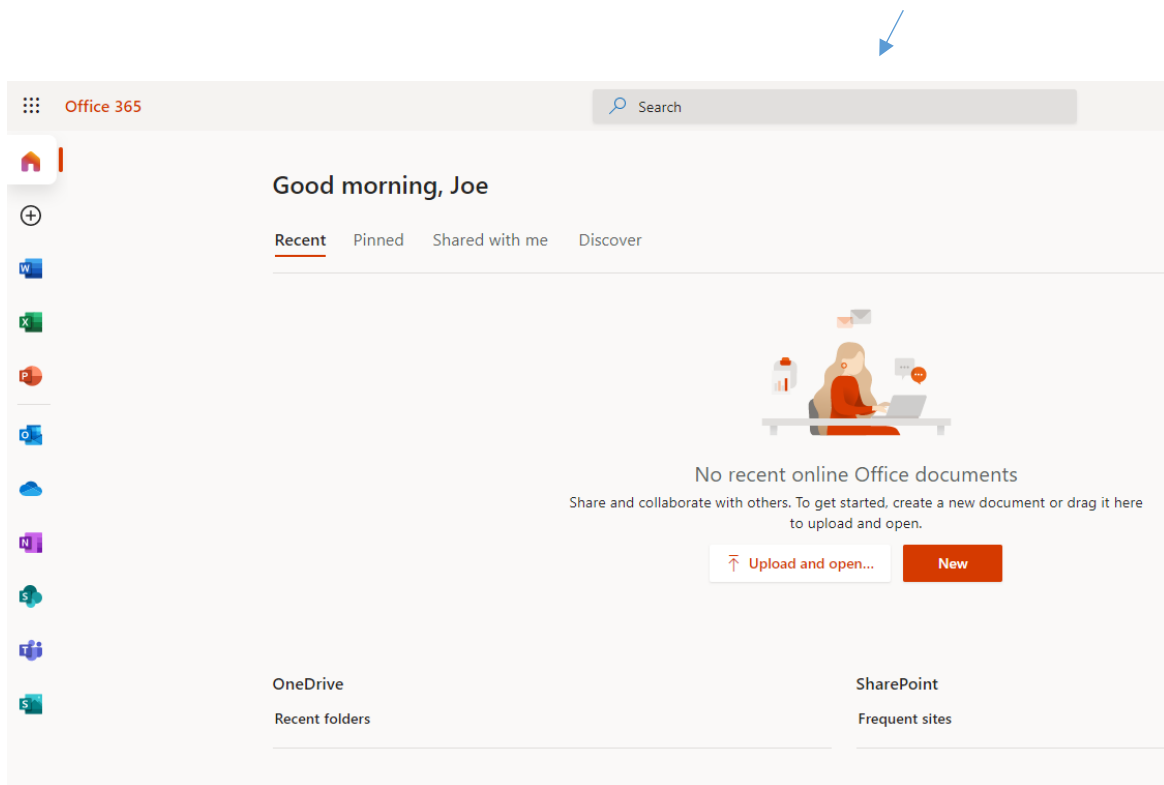
4. Type in your email address here and click on Next



5. Type in your password here and click on Sign in

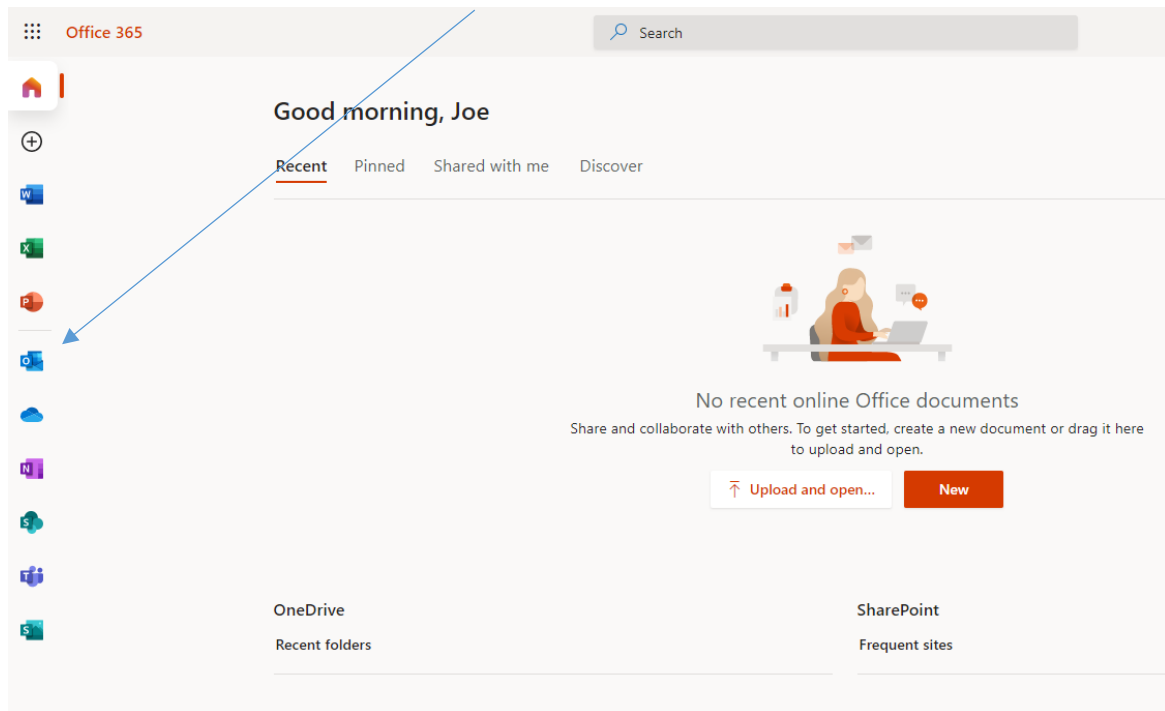


6. If your log in details are correct the you will be logged onto Office 365

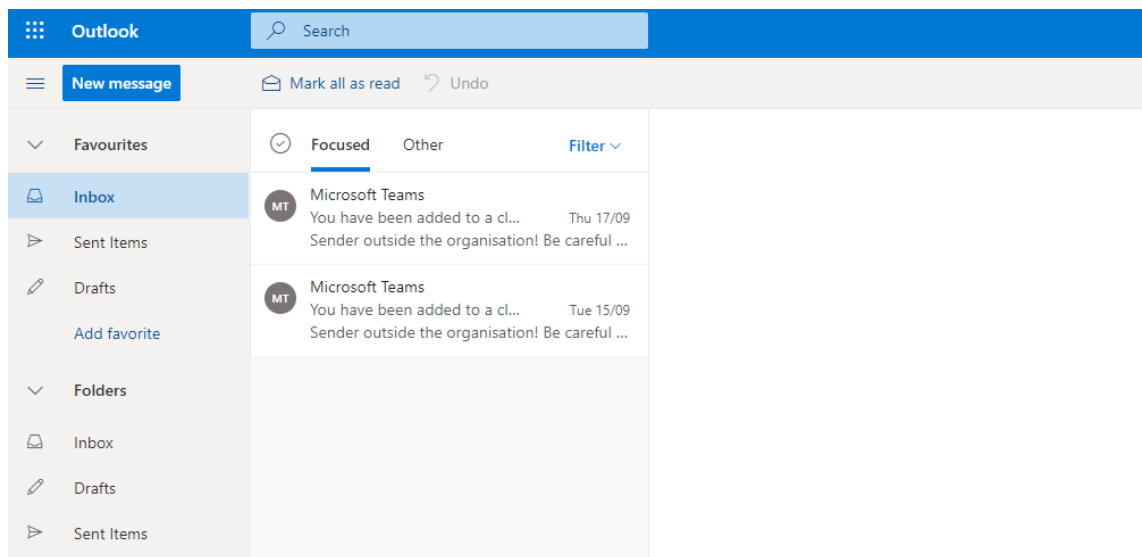


## How to open up the email

### 1. In Office 365 click on the email icon

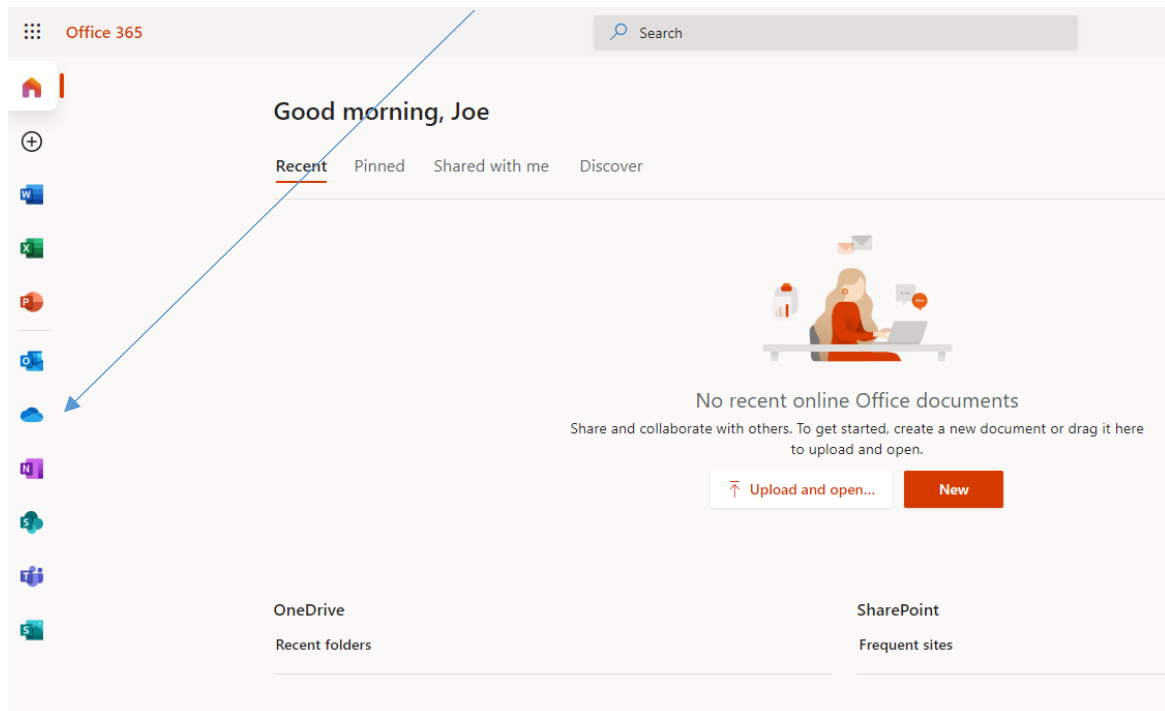


### 2. The email will now open



## How to open up the OneDrive (you can save your school work here)

### 1. In Office 365 click on the OneDrive icon



### 2. The OneDrive will now open

